

2008 Festival Job Description

POSITION: Special Events Producer

DEPARTMENT: Operations

HIRE DATES: 9 weeks (February 18, 2008 – April 18, 2008)

SALARY RANGE: \$700 to \$800 a week

REPORTS TO: Director of Operations

WORKS CLOSELY WITH: Third party vendors, Programming, Registration, Box Office and Press and Publicity

Please send resume and cover letter to jobs@afidallas.com. Please put SPECIAL EVENTS PRODUCER in the subject line.

Working with other departments and within established budgets, the **SPECIAL EVENTS PRODUCER (SPEPrd)** produces all AFI DALLAS 2008 special events, arranging and managing all details, including food and beverage, staffing, event services, rentals, etc. The Special Events Producer also coordinates reception and special event needs for other groups using AFI DALLAS event spaces, including filmmakers, studios, Sponsors and Community Partners. The Special Events Producer supervises the Special Events Coordinator and any volunteers assigned to the department.

Primary Responsibilities

- Produce all AFI DALLAS 2008 Special Events, including, but not limited to Opening Night Reception, Centerpiece Receptions, Filmmaker Awards & Reception, Closing Night Reception – April 1, 2007;
- Produce and manage all onsite events, including set-up and tear-down, reception entrance logistics including invitation lists and wristbands, ongoing capacity count throughout event, food and beverage inventory management, any staging necessary during the event, and end of the event logistics such as gift bag distribution;
- Secure gala reception locations and arrange/finalize arrangements for all services pertaining to above events;
- Procure and supervise service of food and beverage at all events;
- Procure and coordinate all party rentals for events including décor, floral arrangements, tables, chairs, food service items, etc.;
- Manage and liaise with caterers regarding all gala and reception catering needs and pertinent logistical information;
- Liaise with beverage vendors (including sponsors) as necessary to determine inventories, communicate reception needs and logistics, etc.;
- Negotiate and secure DJ, bartender and other event services as needed;
- Obtain all necessary special event and street permits from appropriate city agencies and get approval on occupancy limits and event plans from the Fire Marshal;
- Secure liquor licenses for the AFI DALLAS special event spaces as necessary;
- Act as the main contact for booking receptions in AFI DALLAS special event spaces and fulfill all reception client requests with regards to the reception packages they purchase;
- Maintain notebook of all event site details, including CAD drawings, technical specifications and other information as needed by AFI DALLAS and event

- sponsors;
- Provide weekly special event updates to all pertinent AFI DALLAS staff members via e-mail;
- Work with Associate Director of Sponsorship to create reception sponsor opportunities whenever appropriate;
- Interview, hire (with Director of Operations' approval) and supervise a Special Events Coordinator to assist with special events during the Festival;
- Work with Volunteer Director to recruit a special events volunteer team to staff all special events;
- Provide a comprehensive wrap report (and electronic version) and turn it in to Operations Department during your exit interview, which will take place a few days before employment is complete;
- All job specific reports and files must be organized and turned in to the Operations Department at your exit interview.

Experience/Skills Required

- Two years (or the equivalent) of significant event planning experience required;
- Knowledge of party vendors and suppliers in the Dallas area required;
- Excellent communication and organizational skills required;
- Experience with and sense of positive customer service required;
- Experience with and ability to collaborate and work in a team environment required;
- Excellent skills in task management and prioritization required;
- Ability to work independently and take initiative required;
- Proficiency in Microsoft Word, Excel and Filemaker Pro required;
- Experience producing events in the entertainment industry or a film festival environment preferred.